



California - Bureau of Land Management Safety and Occupational Health Action Plan – FY 2013



1. Program Management:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Management commitment as evidenced by policy statements, involvement with Safety Committees, attendance at safety training classes. Measurement: Committee meetings with management participation; updated safety policy; Required safety classes attended or opened/closed by manager.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
Identify funding of safety needs for all State, District/Field operations in the budget process. Measurement: Offices in compliance	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
The Safety and Health policies for all State/ District/Field Offices are in place and all employees accept, can explain and fully understand it. Measurement: Offices in compliance	November 2012	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's Employees	
Managers, Supervisors and Safety personnel lead by example and follow the rules and address the safety behavior of others. Measurement: Actions by Managers, Supervisors and Safety personnel that evidence leading by example	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Managers, Supervisors and Employees involved in developing safety goals and who can explain desired results and how results are measured. Measurement: Offices reviewed/updated and issued policies.	On-Going	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Program Management Review follow up items: (e.g., FY 2012 Program Management Review) Measurement: % Corrected by close of FY	December 2012	State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
Managers/Supervisors/Employees accountable for completion of Risk Assessments for medium to extremely high hazard projects in their organizational unit. Measurement: Taks/projects with Risk Assessments that Managers/Supervisors/Employees have completed.		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
District and Field Offices have established Employee/Management Safety Committee and regularly convene safety committee meetings. Measurement: Committees established, committee meetings documented and meeting minutes available to all personnel.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Noise surveys are conducted and documented on all equipment to determine if additional monitoring is necessary. Measurement: Noise surveys conducted and documented..		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Audiograms are completed for personnel required to participate in hearing conservation program. Measurement: % employees in hearing conservation program receiving annual audiograms		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	

2. Education/Training:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Managers and supervisors are committed to high-quality employee hazard training/education, ensure all participate, and provide regular updates; in addition, employees can demonstrate proficiency in, and support of, all areas covered by education/training. Measurement: % planned required education/training courses completed; % offices with education/training tracking system in place		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
All supervisors assist in worksite hazard analysis, ensure physical protections, reinforce education/training, enforce discipline, and can explain work procedures. Measurement: % offices with tracking system in place		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Managers, supervisors and team/work leaders receive safety management education/training relative to employee safety. Measurement: % Managers, supervisors and team/work leaders educated/trained		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
CDSO personnel receive safety education/training within 6 months of assignment. Measurement: % CDSO personnel educated/trained.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	
Safety personnel receive safety education/training annually. Measurement: % Safety personnel educated/trained.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Safety committee members receive safety committee responsibilities education/training. Measurement: % Committee members educated/trained		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
New employee orientation is completed. Measurement: % new employees educated/trained within 30 days of employment; % offices with written site specific safety orientation materials.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's	

3. Inspections:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Safety and Health surveys are conducted regularly and result in corrective action and updated hazard inventories of all facilities, warehouses and ware-yards. Measurement: % facilities inspected.		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
<p>Current Risk Assessments exist for all jobs, processes and material; they are understood by all employees participating in those activities; and employees have input into the assessment for their jobs.</p> <p>Measurement: % Risk Assessments evaluated.</p>		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Employees and supervisors conduct routine joint inspections, and all safety and health issues are abated or an abatement plan implemented.</p> <p>Measurement: % Joint work site/facilities evaluated</p>		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>A system exists for hazard reporting, employees feel comfortable using it, and employees feel comfortable correcting hazards on their own initiative.</p> <p>Measurement: % field offices with system for reporting and correcting identified hazards</p>		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
<p>Management identifies the top 5 hazards that caused injuries and train/educate employees to avoid and/or control hazard exposure.</p> <p>Measurement: Hazards identified, Managers, Supervisors and Employees educated/trained</p>		Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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4. Safety and Health Promotion:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Safety recognition program is in place in all offices. Measurement: # of recognitions for observed safe behaviors given to individuals		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists	
Safety and/or wellness-related activities planned and conducted at each office during DOI Safety Week. Measurement: % site reporting safety week activities increased participation from previous year.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	

5. Accident Reporting and Investigation:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Employee timeliness of injury/illness input on CA-1/CA-2 utilizing SMIS within 72 hours of injury/illness. Measurement: % Injuries/Illnesses input within 72 hours.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Supervisor completes supervisor section of CA-1/CA-2 utilizing SMIS and input Property Damage report within 72 hours of incident. Measurement: Supervisor completes SMIS and inputs Property Damage within 72 hours with Preventative Measures Identified.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
Timeliness of SMIS report reviews by Field/District Safety Officer completed within 2 weeks of notification of incident. Measurement: % Accidents reviews completed by District/Field Safety Officer within 2 weeks with Preventative Measures Identified.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
Timeliness of SMIS report final reviews conducted by State Safety Manager completed within 2 weeks of notification of incident. Measurement: % Accidents reviews completed by State Safety Manager within 2 weeks with Preventative Measures Identified.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	
District/Field Office Accident reduction goals established and met. Measurement: % District/Field Offices that established and achieved goals		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
All loss-producing incidents/accidents and near-misses are investigated for root cause with effective prevention. Measurement: Decrease in # of OWCP imported reports from previous year		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Data trends are fully analyzed and displayed, common causes are communicated, management ensures prevention; and employees are fully aware of trends, causes, and means of prevention. Measurement: % offices that determined trends, common causes and prevention		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's,	

6. Program Evaluation:

Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Conduct internal Safety Program evaluation of 33% of District/Field Offices annually. Offices not scheduled for a state audit, perform a self-evaluation and make program improvements where needed. Measurement: % of District/Field Offices evaluated/reviewed		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	



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Action Item Description	Target Due Date	Responsibility	Status or Accomplishments
Annual safety program accomplishments are planned and reported. Measurement: % of offices completing annual accomplishment reports		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	
Accident data analyzed quarterly to provide managers with trend analyses and recommended corrected actions. Measurement: % of offices analyzing and acting on accident trend data quarterly provided to senior management.		State Director, Deputy State Directors, District Managers, Field Managers, State Safety Manager, District Safety Specialists, CDSO's, Employees	